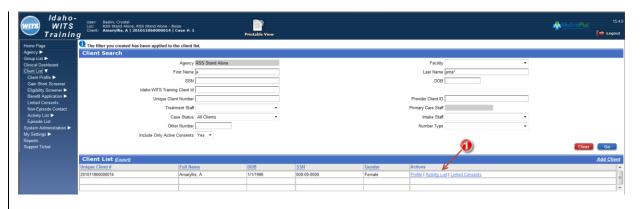
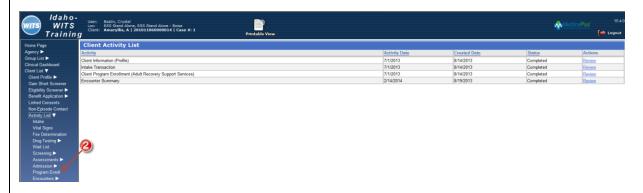
Closing an Inactive Episode

If a client has been inactive longer than 30 days, their case should be closed. If you receive a new authorization on a closed client without a referral, please contact the WITS Help Desk and request the closed episode to be reopened.

- Getting here: Login, select the <u>Facility</u>, select <u>Client List</u> on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select <u>Activity List</u>.
- 2. Click **Program Enroll** on the Navigation Pane.
- 3. Click **Review** on the open program enrollment.







- 4. Enter the End Date.
- 5. Select the appropriate **Termination Reason**.
- 6. Click Finish.
- 7. Click <u>Intake</u> on the navigation pane.
- **8.** Enter the <u>Date Closed</u>, then click on <u>Save & Close</u> <u>the Case</u>.
- 9. Click Finish.

